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File Personnel (General)

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18 MAR 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff

SUBJECT : Initial Briefing on Reception of New Junior Professional
and Professional Employees

The attached guideline for your use in your briefing of new employees in your components is so basic and fundamental that I have hesitated to disseminate such a paper. However, the points stated in the guideline are typical of those which relate to the recent Problem Solving Seminar on communications. For the sake of consistency, clarity, and completeness, I would like each of you to adopt and use this guideline in your discussions with employees newly assigned to your component.


R. L. Bannerman
Deputy Director
for Support

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